



Manager's Report

For Council Meeting 9/10/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Avalos Construction Inc	98 Heritage Way NE #107	Home Improvement
Barton, David L	219 Loudoun St SE	Motivational Consult.
Bust A Bug LLC	720 Catoctin Cr NE	Pest Control
Cedarstone Counseling Center	418 Dry Mill Rd SW	Psychotherapy
CHM Technology Consulting	1403 Garrison Ct NE	Tech. Consulting
China Imports & Exports	705 Invermere Dr NE	Retail
CircuitStatus.Com	104 Courier Ct NE	IT Consulting
CPS Technologies	169 Spencer Ter SE	Computer Consulting
ELSA	105 Oakview Dr SE	Handyman Services
ETOE Sport / Da Coalition	748 Fieldstone Dr NE #204	Retail – Clothing
Hennings, Carolyn	204 Oakcrest Manor Dr NE	Daycare
Hicom Inc	823 Bowlake Pl NE	Home Inspections
JGS Photography	20 North St NW	Photography
Joue Jolie	417 Ginkgo Ter NE	Retail – Skin Care
Lague & Assoc	1617 Candlewood Pl NE	Service
Loudoun Glass Works	345 Lake View Dr NW	Retail - Glass
Mae's Gift Baskets	610 Kristin Ct SE	Retail- Gift Baskets
Morrrell, Kristen	504 Sparkleberry Ter NE	Daycare
Nana's House	194 Meadows Ln NE	Daycare
Nature's Market (new owner)	1057 Edwards Ferry Rd NE	Health Food Store
Noldus Information Tech Inc	751 Miller Dr SE E-5	Consulting & Retail
NX Design	7 Loudoun St SE	Design Services
PFAE Enterprise	206 Fox Trot Way NW	Graphic Design
Scarborough Consulting	805 Valemont Ter NE	Project Management
Shutterbug Photography	508 Brindley Pl SW	Photography
Skynet Access	208 S King St	Internet Service
Stephen J Fisher PC	23 N King St Suite A	Law Office
Stasik, Valerie	219 Loudoun St SE	Motivational Consult.
Technology Matrix Group Ltd	1013 Forbes Ct NE	Consulting
Tom & Kay Harris Remodeling	130 Ft Evans Rd NE	Carpentry
Tudder, Teresa E	213 Loudoun St SW	Mental Health Service
Wayne's World	320 Catoctin Cr SW	Music Lessons
Web-Camp	1410 Hague Dr SW	Advertising
1 st Class Limousine Corp	205 Loudoun St SE	Limousine Service

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period August 24 through September 6, 2002

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Stewart Chase	Police Officer III	Police Department
Cary Stephens	Utility Maintenance Worker II	Water Pollution Control Facility

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING**Current Planning Division Activity****Plans reviewed during the period August 7, 2002 – August 30, 2002**

- Stowers, Phase 2, Section 3 Rough Grading Plan, 1st Submission
- Edwards Landing, Phase 4 Final Plat
- Edwards Landing, Phase 4 Construction Drawings, 4th Submission
- Leesburg Station Carwash (DP 2002-22) P/F Development Plan Authorization, 1st Submission
- Leesburg Autobody (Cardinal Industrial Park, Lot 4) Sketch, 1st Submission
- Kincaid Forest, Section 10B, 10C & 11 (Trail) Vacation Easement Plat, 1st Submission
- Battlefield Shopping Center (Staples/Michaels) DP 2002-09 P/F Development Plan, 2nd Submission
- Edwards Landing, Phase 1 BLA 2002-01 Boundary line Adjustment, 2nd Submission
- Woodlea Manor, Phase 6, Lot 271 Vacation Plat & Deed, Signature Sets
- Plaza Court, Lot 1 Sketch, 1st Submission
- Stowers, Phase 3, Section 4 Construction Drawings, 1st Submission
- Loudoun County Rescue Squad @ Catoctin Circle Building addition (DP 2002-11) P/F Development Plan, 1st Submission
- Reid Elementary & Smarts Mill Middle Schools Preliminary Final Authorization, 1st Submission
- Toll House Center Office Building P/F Development Plan Authorization, 1st Submission
- Leesburg Fire Department Building Expansion Sketch Plan, 1st Submission
- Meadowbrook Shipping Center Sketch Plan, 1st Submission
- Tavistock Farms Goddard Daycare (DP 2002-18) P/F Development Plan, 1st Submission
- Reid Elementary & Smarts Mill Middle School, P/F Development Plan, 1st Submission
- Potomac Crossing, Section 8 Boundary Line Adjustment, Signature Sets
- Allman Family Ltd. Partnership Minor Sub., Signature Sets

Plans accepted for review during the period August 7, 2002 – August 30, 2002

- Stowers, Phase 2, Section 3 Rough Grading Plan, 1st Submission
- TollHouse Center Office Building P/F Development Plan Authorization, 1st Submission
- 202 Wirt Street (Burnett & Williams) DP 2002-08 P/F Development Plan, 1st Submission
- Potomac Crossing, Section 8 Boundary Line Adjustment, Signature Sets
- Leesburg Fire Department Building Expansion Sketch Plan 1st Submission
- Reid Elementary & Smarts Mill Middle Schools P/F Authorization, 1st Submission
- Tavistock Farms Goddard Daycare (DP 2002-18) P/F Development Plan, 1st Submission
- Star Pontiac Building Addition P/F Authorization, 1st Submission

- Potomac Station, Parcel A Parcels A-1A, B-1A2 & B-1A3 (Rough Grading Plan) P/F Development Plan, 3rd Submission
- Beaugard Estates, Phase 5 Construction Drawings, 4th Submission
- Potomac Crossing, Section 10 Construction Drawings, Signature Sets
- Allman Family Ltd. Partnership Minor Sub., 1st Submission
- Loudoun County Rescue Squad Boundary Line Adjustment, 1st Submission
- Johnston Property Subdivision Preliminary Subdivision, 1st Submission
- Reid Elementary & Smarts Mill Middle Schools – Trail Easement, Easement Plat, 1st Submission
- Reid Elementary & Smarts Mill Middle Schools – Water & Sewer Esm't, Easement Plat, 1st Submission
- Beelar Property – NVRPA License Agreement, 1st Submission
- Reid Elementary & Smarts Mill Middle School, P/F Development Plan, 1st Submission

Comprehensive Planning

Special Exceptions

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission public hearing was held August 1st and is scheduled for a vote at the September 5th meeting.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1st. Due to proposed additional revisions to the plans, another worksession/public hearing may be held in September. No meetings are scheduled at this time.

SE 2002-03: Catocin Circle First Citizens Bank – This application was officially accepted for processing on June 25th. The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession is scheduled for September 5th and the public hearing is tentatively scheduled for September 19th.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission is was scheduled for September 5, 2002 but the applicant has chosen to postpone this preview until a date yet unknown.

ZONING PERMITS ISSUED 02-1052-02-1182

Zoning Permits Issued Residential

Potomac Crossing 6 SFD @ \$105,000
Stratford 17 Duplex's @ \$80,000
Kincaid Forest 11 SFD @ \$100,000
Tavistock Farms 8 SFA @ \$80,000

Zoning Permits Issued Commercial

21 Lawson Road Fuel Tank

991 Sycolin Road S.E. Terminal Expansion at Leesburg Airport

890 Sycolin Road SE Install roof antenna

50 Ida Lee Drive NW Install roof antenna

215 Loudoun Street SW Install roof antenna

25 W. Market Street Install roof antenna

518 Clagett St SW Install roof antenna

550 Fort Evans Road Install roof antenna

232 Plaza Street NE Install roof antenna

821 Battlefield Pkw NE Install roof antenna

311 Catoctin Circle SW Install roof antenna

407 E. Market Street Install roof antenna

501 Tavistock Farm SW Install roof antenna

491 Evergreen Mill Rd Install roof antenna

Occupancy Permits Residential

Drymill 2 SFA

Tavistock 5 SFA

Potomac Station 10 SFD

Edwards Landing 5 SFA 2 SFD

Beauregard Heights 1 SFD

Potomac Crossing 1 SFD

Kincaid Forest 6 SFD

Potomac Station Apartments 656 Fort Evans Road NE 101-208 Bldg. C 21 Units

Potomac Station Apartments 660 Fort Evans Road NE 105-301 Bldg. B 24 Units

Occupancy Permits Commercial

241 Fort Evans Rd. Leesburg Corner Interior Fit-in United Colors of Ben

803 Sycolin Road Suite 245

WATER & SEWER ADMINISTRATION

Capital Projects Update

- Cardinal Park Sewer – Contractor finished all lateral connections along Cardinal Park Drive and all pump stations abandoned. They have also finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The next phase of work involves Catoctin Circle and the remainder of King street.
- Evergreen Mill sewer forcemain project pre-construction meeting was held and notice to proceed has been issued for September 16th, 2002.
- During this period four plans were reviewed for development within the service area. Also four requests were processed for water and sewer modeling.
- Preliminary report for the tank sitting and low-pressure complaints have been reviewed by staff and we are awaiting the final report for presentation to Town Council. Staff has also completed a survey of the Woodlea Manor Subdivision to get a handle on the residents with low water pressure. A solution to this problem has been identified and will be presented to Town Council.
- The water and sanitary sewer system map updating is proceeding with first updates submitted for review.

WATER SUPPLY DIVISION**TRAINING:**

Jamie Matthews for completed his Class IV water operator exam.

CAPITAL PROJECTS UPDATE**Water Filtration Plant Security System:**

- Security improvement work is in progress. The project should be completed in November 2002.

Sludge Storage Tank Mixing Equipment:

- Design has been completed. The project has been advertised and bids are due on September 16, 2002.

Water Treatment Plant Upgrade to 15 MGD:

- The request for proposals (RFP) for design and construction engineering service has been issued. A pre-proposal meeting was conducted on August 20, 2002. Proposals are due on September 9, 2002.

WATER POLLUTION CONTROL DIVISION**Biosolids Product Distribution:**

Interest in the biosolids product from town citizens and others continues at a slower pace due to the time of year. Trademark protection for the modified name (Tuscarora Landscaper's Choice) has been received and the Distribution and Marketing Programs will be presented to Council for final action soon. The following quantities of product have been distributed through August 7, 2002:

- Town Property – 100.21 tons used on 64 acres
- Town citizens – 45.12 tons distributed to 262 citizens
- Town employees – 5.85 tons to 50 employees for promotion
- Permitted sites – 218.20 tons on 4 farms
- Generic product wholesale – 23.0 tons to a golf course, lawn maintenance companies and a topsoil blending company.

UTILITY LINES DIVISION**Training:**

- Held safety meeting to cover Book 8 (Confined Space). Ken Binder attended Damage Prevention Meeting in Manassas. Alex Barrett & Mike Cummings attended 'Pipehorn' locating training.
- Routine items include: turn on's and off's; water meter readings; complaint investigations; rodding & cleaning sanitary sewer trouble spots; marked w/s lines for contractors & citizens; vehicle & ditch maintenance; bush hogging;
- Grind & drill water meter covers to prepare for new meter system.

Summary Programs:

- New connections to town utility system: 74
- Total number of water leak repairs: 5
- Responded to 904 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of September 6, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	On hold			
	1	Director	7/11/02	On hold					
Eng & PW	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
P&R	1	Fitness Supervisor	7/1/02	√	√	√	√	√	√
	1	Asst Fitness Supervisor	7/1/02	√	√	√	√	√	√
	1	Asst Pool Supervisor	7/1/02	√	√	√	√	√	
	1	Front Desk Supervisor	7/1/02	√	√	√			
	2	Custodian	7/1/02	√	√				
P&Z	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
	1	Zoning Inspector	7/1/02	√	√	√	√		
Police	5	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
Util Admin	1	Senior Engineer	7/1/02	On hold					
Util Lines	1	Inspector Supervisor	7/1/02	√	√	√	√	√	
	1	Inspector	7/1/02	√	√	√	√	√	
	1	Inspector	7/30/02	√	√	√	√		
	1	Infiltration/Inflow Tech	7/31/02	√	√				
Water	1	Maintenance Worker II	7/1/02	√	√	√	√	√	√
	1	Utility Operator	10/1/02	√	√				
Wastewater	1	Sr Operator	7/1/02	√	√				
	1	Operator	7/20/02	√	√				
Util Maint	1	Lead Maintenance Mech	7/1/02	√	√	√	√	√	√
TOTAL	32								